**COLCHESTER BOARD OF EDUCATION**
Colchester, CT

## BUDGET COMMITTEE

**Thursday, December 3, 2020**
**BOE Budget Committee Meeting 9:00AM**
**Virtual Meeting via Zoom**

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Jessica Morozowich, Joanne Rose
**ADMINISTRATION PRESENT:** Superintendent Jeffrey Burt, CFO Maggie Cosgrove, Director of Educational Operations Mario Hurtado
**OTHERS PRESENT:** BOE Chair Mary Tomasi, BOE Member Amy Domeika, Board of Finance Liaison Michael Egan, Executive Assistant to the Superintendent Amy Trinnaman

**1. CALL TO ORDER**

1.1 Call to Order

Chair Morozowich called the meeting to order at 9:02 AM

**2. ADDITIONS/CHANGES TO THE AGENDA**

None.

**3. PUBLIC COMMENT**

3.1 Public Comment

None.

**4. *APPROVAL OF MINUTES**

4.1 Approval of November 5, 2020 Minutes

**Motion by:** J. Rose
To approve the minutes of the November 5, 2020 Budget Committee meeting.
**Second by:** J. Morozowich
**Vote:** Unanimous
**Roll call:** J. Rose, J. Morozowich

**5. *PRIORITY DISCUSSION/ACTION ITEMS**

None.

**6. BUDGET REPORTS**

6.1 Monthly Budget Reports

CFO Maggie Cosgrove presented the monthly report through the end of November 2020. One notable change from last month is in the Unemployment line: claims from the layoff of daily substitutes in the Spring when schools closed contributed to the increased costs. Under the CARES Act, there is a 50% reimbursement rate for those expenses, which

must be reported as grant revenue. A supplemental appropriation will be reviewed later in the year to be funded through the CARES Act reimbursements.

6.2 Cafeteria Fund

CFO Cosgrove presented a Meal Participation Snapshot survey of other districts. Those survey results indicate that the majority of school districts are in a similar position with cafeteria funds. There has been $63,672 in federal reimbursement but that has not covered the loss. Lost revenue in the cafeteria fund cannot be claimed under the CARES Act.

6.3 Health Insurance Reserve

Activity in this fund has held steady in the last few months. No claims to date have triggered individual stop-loss (over $125,000).

6.4 Use of Schools (Not at this time)

6.5 Capital Reserve(Not at this time)

6.6 Special Education Excess Cost Report

Kathleen Perry shared that two out-of-district placed students enrolled in November. Transportation expenses have changed as district instructional models shift from fully in-person to hybrid or fully remote learning. Reports that are forthcoming will break out educational expenses, transportation, and special education related services for each student.

6.7 Budget Transfers Under $5,000

Six budget transfers under $5,000 were presented and discussed. They will be presented to the BOE as information items on December 8, 2020.

**7. OLD BUSINESS**

None.

**8. *NEW BUSINESS**

8.1 2021-22 Budget Discussion

Superintendent Burt shared our budget priorities as efficiency-oriented and focused on our ability to provide SRBI intervention. Professional development, tutoring, extended school year/day, will lead the priority to adjust staffing requirements to meet the needs of students. Budget drivers are capital improvements as well. CTAC program expenses may be slightly higher with addition of a job coach and custodial needs.

8.2 Revised CRF Grant

We were able to submit an additional request for funding of $150,000. We received notice that the request was approved and we are completing the detailed budget application to receive that reimbursement under the grant. Personnel expenses are not applicable, but PPE expenses are allowed.

8.3 *Proposed 2021 BOE meeting dates

Superintendent Burt shared the addition of Budget Workshops to the regularly scheduled BOE meetings in 2021. The full BOE will review on December 8, 2020.

8.4 *Budget Transfer Over $5,000: Non-union Merit Pay

**Motion by:** J. Rose

To approve the budget transfer in the amount of $21,031 for non-union merit pay and forward to the full BOE for approval.

**Second by:** J. Morozowich

**Vote:** Unanimous

**Roll call:** J. Rose, J. Morozowich

**9. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED**

9.1 Public Comment

None.

**10. ADJOURN**

The meeting adjourned at 10:23AM.